



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 7/17/1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. EPD-swm-2		Date Received AUG - 9 1974	Application No. 74-282	Date Completed AUG 22 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Div., Solid Waste Management unit 535 Milam Avenue, S.W Atlanta, Georgia 30334		4. Person to Contact Moses McCall III		
		5. Working Title Chief, SWM	6. Tel. No. 656-2836	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1969 - date	9. Exact Series Title SOLID WASTE MANAGEMENT PLANNING AND GRANT PROJECT FILE
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10. What is the function of the office in which this record series is created?

The Solid Waste Management Unit of the Environmental Protection Division inspects and evaluates all solid waste disposal sites under jurisdiction of the Department; receives and reviews applications for solid waste handling permits and makes recommendations regarding the applications; conducts surveys of all industries in the State to determine the type, quality, handling and characteristics of the solid waste generated by the industries for possible recycling and evaluation purposes; and inspects solid waste disposal sites and eliminates open dumps.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: planning for and applying for financial assistance to develop solid waste projects in the state.

Included are: Application for FY _____ Solid Waste Grant-in-Aid Funds (Form SWM-3); Application for Approval of Solid Waste Disposal or Processing Site (no Form number); A95 Clearinghouse Review document (Form SNA-95; Intent to Apply for Federal Assistance); local preliminary proposals; Georgia EPA Demonstration Grant documents; maps; specifications; correspondence.

File is arranged: alphabetically by project.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	5	7.5		1	1½		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				10	10	10	10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|--|-----|-----|
| 13. Is this the Record Copy of the series? | [X] | [] |
| 14. Is there a duplication of this series in another office or agency? | [] | [X] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | [] | [X] |
| 16. Does the series contain classified information requiring security handling? | [] | [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [X] | [] |
| 18. Could the function be performed if the files were lost or destroyed? | [] | [X] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [X] |
| 20. Does the record series provide data as input to an EDP file? | [] | [X] |
| 21. Does the record series contain documentation produced as EDP printout? | [] | [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | [] | [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? (see below) | [X] | [] |

24. **REQUIREMENTS.** The following requires the files to be kept Permanently:


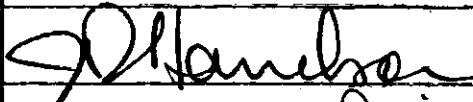
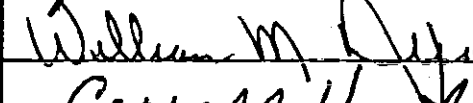

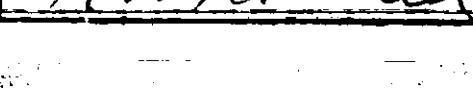
a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Record series documents the planning, construction, and operation of solid waste projects in the state and should be retained for administrative, legal, and reference purposes.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that

When solid waste management project is completed or abandoned, remove file and place in Closed Project File. Cut off Closed Project File at end of each fiscal year; hold in current files area 2 years; then transfer to State Archives for permanent retention.

Records Management Officer (Signature)  Date 7/15/74	OTHER REQUIRED SIGNATURES <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Agency Head/Designee [] Approved [] Disapproved  State Auditor/Designee [] Approved [] Disapproved  Secretary of State/Designee [] Approved [] Disapproved  Attorney General/Designee [] Approved [] Disapproved  </div> <div style="width: 45%;"> DATE 7/20/74 8-19-74 8-16-74 8-20-74 </div> </div>
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26. Recommendations in paragraph 25 are:

STATE RECORDS COMMITTEE
[] Approved [] Disapproved

DATE
8-20-74